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# Career Planning Booklet

## Step Two



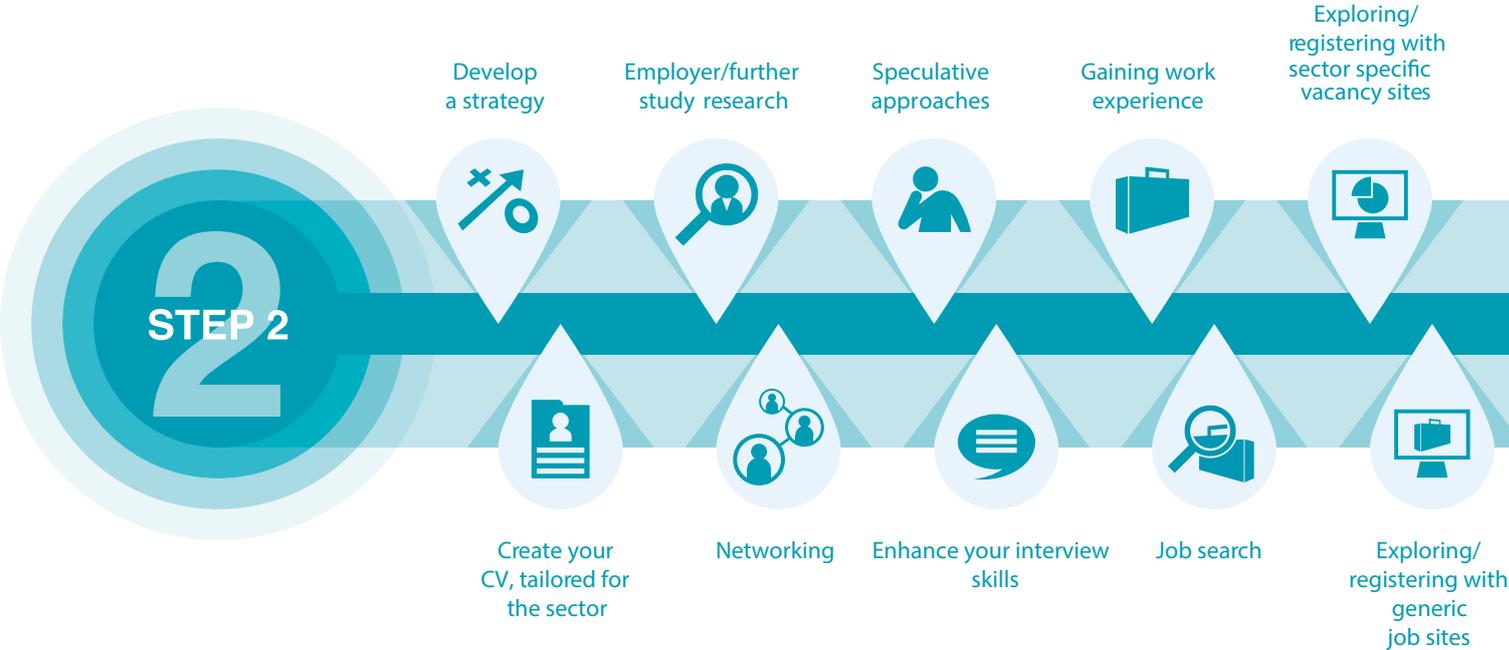
# Careers & Employability

## Careers Planning Timeline

This booklet has been developed by Careers & Employability to help you plan for your future. It will help you to review your skill set, analyse opportunities available to you and seek support.

Use this booklet to record your current thinking and career planning progress. You may also find it useful to reflect upon these questions with a Careers Adviser.

Use the Step Two timeline below to see how much you have done, and what to do next, following on from what you have already done in Step One.





## Step Two

### Develop a Strategy

Pulling together all the information you have developed in Step One, it's time to develop an action plan to explore your goals and work towards gaining experience for your career goal. This will help you keep motivated and track your progress.

Identify what you want to achieve

When do you want to achieve it by?

Who will you tell to stay accountable?

What steps do you need to take to get to your achievement?



## Step Two

### Develop a Strategy

What challenges do you face and how will you get around them?

What is your back-up plan?



## Step Two

### Create your CV

There is no better place to start building your CV than with one of University of Lincoln's CV Sessions. This session will teach you the best way to start off your CV, and show you how to tailor it as appropriate to different job roles. Find out when and where the next session is on our events page: [www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events)

Practice STAR to demonstrate skills you can offer to employers:

S - Identify a Situation where you have been able to demonstrate this skill

T - What was the Task you had to perform for it?

A - What Action did you take and how did you do it?

R - What was the Result?



## Step Two

### Employer/Further Study Research

Doing your research will give you more directions as to where to get experience or where to go next to reach your goals, as well as give you avenues for networking and assistance in the application and interview processes.

What websites can you visit for research on employers and courses? Look through websites like the UoL careers site, Prospects or Target Jobs and write down relevant pages.

Do some searching and write down some courses and employers who can help you reach your goals - and how.



If Further Study is a better option for you than employment, keep an eye out for our Postgraduate Personal Statement sessions on our event calendar: [www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events)



## Step Two

# Networking & Speculative Approaches

The old phrase 'it's not what you know, it's who you know' is said often with good reason. Building your network will give you more options, and a better chance of reaching your goals. A speculative approach to job search involves approaching an employer directly to seek out opportunities that have not been advertised.

Make a list of networking events you could attend or online opportunities you could make for yourself. Make sure you check [www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events) to see if the University is running any relevant to you.

Write down names of companies which are not necessarily advertising but you would like to work at - as well as anyone in your network who could help you there.



## Step Two

# Enhance Your Interview Skills

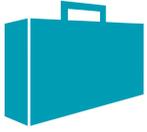
Interviews are usually one of the final steps of the recruitment process. If you have been invited to attend one of these, be confident, you have already impressed on paper! The challenge now is to impress in person and to set yourself apart from other candidates.

Write down key words & phrases from a job advert relevant to you - things that you think most highlight what the employer is looking for in an applicant.

Practice STAR again for one of these things the employer is looking for. See how many situations/tasks you can come up with to demonstrate one skill.



Contact us or visit our drop-in to arrange a mock interview with one of our advisers (details on the last page of this workbook) or find an interview event on our events page [www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events)



## Step Two

# Gaining Work Experience

Once you've gained experience, it's useful to reflect on the skills and experiences you are gaining to help you progress towards the next step.

What tasks are you doing on an average day - what skills are you using and developing to complete those tasks?

What networking opportunities does this work experience grant you? What clients and managers is it putting you in touch with? How could they link with your goals?



## Step Two

### Starting Your Search

There are lots of ways to start searching for experience and lots of ways to gain it. Using your action plan and resources at your disposal, make some notes on how you will best use your employer research and CV to get this experience.

What sort of roles will you be looking for? What keywords can you use while searching?

What are your own essential criteria for roles? What locations etc?



## Step Two

### Register for Vacancies

Many sites give you options to both get notifications of roles that match parameters for your job search as well as allowing you to upload a CV to go out to potential employers. This is a great way to start looking to get experience for your career goals.

Make a list of websites where you can look for vacancies or upload your CV to. Look into industry and location specific sites as well as generic ones.

Make a log here of sites you have registered with and details of what you have done with them.

# Next Steps Action Planner

What progress have you made on your plan? What would you like to do next?	When will you do this by?

## How Can We Help?

You may wish to meet with a Careers Adviser to help you continue your plan and support your career journey

<input type="checkbox"/> CV/Application Support	<input type="checkbox"/> Interview Support	<input type="checkbox"/> Career Options
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Lincoln Award	<input type="checkbox"/> Research
<input type="checkbox"/> Other (If yes, please state)	<input type="text"/>	

## Useful Resources

Use these resources and add your own to assist you on your career journey

<a href="http://www.uolcareers.co.uk">www.uolcareers.co.uk</a> Careers tab on University of Lincoln Blackboard <a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>	<a href="http://www.targetcareers.co.uk">www.targetcareers.co.uk</a> <a href="http://www.milkround.com">www.milkround.com</a>
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# Step Two

## Notes



